



STAFF REPORT
Municipality of Wawa



Maury O'Neill, CAO-Clerk

To: Mayor and Council	Report No.: CAO 2023-02
Date: February 3, 2023	Council Meeting Date: Feb. 7, 2023

RE: Request for Wawa Municipal Fire Advisory Committee

Recommendation

THAT Council receive Report No. CAO 2023-02 dated February 3, 2023 and approve a by-law to appoint a Municipal Fire Advisory Committee.

THAT the draft by-law and terms of reference be reviewed by Council and staff and comments will be received up until Tuesday, February 28, 2023, and a final draft by-law will be placed on the March 7, 2023, Council Meeting for consideration.

Background

On January 16, 2023, the Wawa Volunteer Fire Association sent a letter to Council requested that it consider forming a Fire Advisory Committee to improve communications between the Association's members and the Supervisors, Management and Council of the Municipality.

The Fire Association members cited that a Fire Advisory Committee would improve communications and contribute to ensuring that management better understood the roles and requirements of volunteer firefighters volunteering to serve on the Fire Department including legislative responsibilities, training needs and equipment.

Past Council's approved a Fire Advisory Committee on two occasions, in June 1996 (By-law 1082-96) and again in 2005 (By-law 1792-05). It appears from records that the Fire Advisory Committee has not been active for some time and the by-law was never updated, although it was never repealed.

After review, the Fire Chief and CAO-Clerk are supportive of the reestablishment of a Fire Advisory Committee as outlined in the attached "Appendix A" containing the following terms of reference;

A) The purpose of the Wawa Municipal Fire Advisory Committee shall be to assist the Fire Chief to meet provincial legislation and department needs and to provide Council with recommendations and also includes the following;

(i) To ensure the Wawa Volunteer Fire Department meets all obligations related to provincial laws, health and safety and council direction.

(ii) To assist the Fire Chief with the completion of a Fire Community Assessment Report and a Fire Services Review Report and review the fire services requirements of the municipality.

(iii) To support public education initiatives with respect to fire safety and certain components of fire prevention.

(iv) To review and provide recommendations to Council on matters referred to the Advisory Committee by Council.

(v) To review, update and recommend by-laws and policies pertaining to the Fire Department.

(vi) To ensure communications between the fire service and Municipal Council are consistent and regular.

B) Membership shall consist of two (2) Members of Council, the Fire Chief, Deputy Fire Chief, one (1) Member of the Wawa Volunteer Firefighters' Association selected by the Association and the CAO-Clerk. The C.A.O. may include support staff at meetings as non-voting resource as deemed necessary.

C) Where a Council vacancy occurs, Council will appoint another Council representative who shall hold office for the remainder of the term of Council.

D) The Committee is an Advisory Committee to Council and does not have any delegated authority.

E) The Chair of the Committee shall be a member of Council, decided amongst the Council members at the first meeting of the Committee. The Vice-Chair shall be the other member of Council not serving as Chair.

F) The Committee schedule will be established by the members of the Committee in consultation with the Fire Chief and CAO-Clerk and a minimum of four meetings per year will be held.

G) All meetings of the Committee will follow the requirements of the Procedural By-Law and be open to the public unless a matter requires to be considered in-camera according to the Municipal Act. The minutes of committee meetings will be provided to Council and any member of the public requesting.

H) The Wawa Municipal Fire Committee shall not direct the Fire Chief/Deputy Fire Chief or other personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks. It is the sole responsibility of the Fire Chief to operate pursuant to the description of his/her duties without interference of the Municipal Fire Advisory Committee. Any direction recommended by the Municipal Fire Advisory Committee to the CAO, Fire Chief or Deputy Chief shall be forwarded to Council and require an endorsing Resolution of Council.

Wawa Strategic Plan

The staff recommendations presented in this report meet the goals and objectives set-out in the Wawa Strategic Plan (2021-2025).

The formation of a Fire Advisory Committee meets the key priority of "Government Operations" that set out the strategic goal of implementing programs and priorities that enhance the effective and efficient delivery of government operations and services. The Committee will also support Action Item GG-5 - to increase external and internal communications and GG-8 - complete a Fire Risk Assessment and update Regulating By-law.

Options/Alternatives

Option 1: Approve Formation of Fire Advisory Committee, as recommended.

Option 2: Do not approve a formal Fire Advisory Committee and direct CAO-Clerk to take action internally to ensure communications are improved between fire association and management and report back quarterly to Council.

Option 3: Take no action.

Conclusion

Staff recommend that the draft by-law and terms of reference attached as "APPENDIX a" be reviewed by Council and staff and comments be forwarded to the CAO-CLERK by Tuesday, February 28, 2023. A final by-law to form the Committee will be placed on the March 7, 2023, Council Meeting for consideration.

If approved, Council will have to select two members to participate on the Committee, with one member being the Chair.

Submitted for Consideration:



Maury O'Neill, CAO-Clerk

**THE CORPORATION OF THE
MUNICIPALITY OF WAWA**

BY-LAW NO. XXXX-23

BEING A BY-LAW to establish and appoint a Wawa Municipal Fire Advisory Committee for the Municipality of Wawa.

WHEREAS Council of The Corporation of the Municipality of Wawa considers it desirable to establish a Wawa Municipal Fire Advisory Committee;

NOW THEREFORE the Council of the Corporation of the Municipality of Wawa enacts as following as a By-Law:

1. **THAT** Municipality of Wawa By-Law No. 1792-05 be and is hereby repealed and further that a Wawa Municipal Fire Advisory Committee for the Municipality of Wawa be and is hereby established.
2. The purpose of the Wawa Municipal Fire Advisory Committee shall be to assist the Fire Chief to meet provincial legislation and department needs and to provide Council with recommendations and also includes the following;
 - (a) To ensure the Wawa Volunteer Fire Department meets all obligations related to provincial laws, health and safety and council direction.
 - (b) To assist the Fire Chief with the completion of a Fire Community Assessment Report and a Fire Services Review Report and review the fire services requirements of the municipality.
 - (c) To support public education initiatives with respect to fire safety and certain components of fire prevention.
 - (d) To review and provide recommendations to Council on matters referred to the Advisory Committee by Council.
 - (e) To review, update and recommend by-laws and policies pertaining to the Fire Department.
 - (f) To ensure communications between the fire service and Municipal Council are consistent and regular.
3. Membership shall consist of two (2) Members of Council, the Fire Chief, Deputy Fire Chief, one (1) Member of the Wawa Volunteer Firefighters' Association selected by the Association and the CAO-Clerk. The C.A.O. may include support staff at meetings as non-voting resource as deemed necessary.
4. Where a Council vacancy occurs, Council will appoint another Council representative who shall hold office for the remainder of the term of Council.

5. The Committee is an Advisory Committee to Council and does not have any delegated authority.
6. The Chair of the Committee shall be a member of Council, decided amongst the Council members at the first meeting of the Committee. The Vice-Chair shall be the other member of Council not serving as Chair.
7. The Committee schedule will be established by the members of the Committee in consultation with the Fire Chief and CAO-Clerk and a minimum of four meetings per year will be held.
8. All meetings of the Committee will follow the requirements of the Procedural By-Law and be open to the public unless a matter requires to be considered in-camera according to the Municipal Act. The minutes of committee meetings will be provided to Council and any member of the public requesting.
9. The Wawa Municipal Fire Committee shall not direct the Fire Chief/Deputy Fire Chief or other personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks. It is the sole responsibility of the Fire Chief to operate pursuant to the description of his/her duties without interference of the Municipal Fire Advisory Committee. Any direction recommended by the Municipal Fire Advisory Committee to the CAO, Fire Chief or Deputy Chief shall be forwarded to Council and require an endorsing Resolution of Council.
10. This by-law shall come into force and effect immediately upon passage.

NOTE: Draft under review

Proposed by-law approval date is 21st day of March 2023.